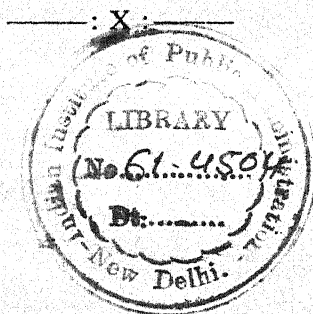


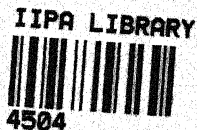
TRAINING FACILITIES FOR GOVERNMENT SERVANTS IN BOMBAY STATE



INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
BOMBAY BRANCH

Sachivalaya
Bombay 1.

1959



Price 65 Naye Paise

PREFACE

Sometime in September, 1957, Prof. V. K. N. Menon, Director of the Indian Institute of Public Administration, had referred to the need for compiling information regarding available facilities for training of officers and staff arranged by the various Government Departments in Bombay State and had suggested that the work might be taken up by the Bombay Regional Branch of the Institute. As it was felt that the compilation would be useful from the point of view of Government also, the necessary material was called for officially and then passed on to the Branch for compilation. The information included in this volume is, therefore, based on the material thus collected. In order to ensure accuracy, the draft chapters were also shown to the Departments concerned before they were finalised.

It is hoped that besides being a convenient source of information, the volume will provide the basic material necessary for a critical examination of the scope and adequacy of the training facilities in the light of the growing requirements of administration.

September, 1959.

N. S. PARDASANI,
Hon. Secretary.

CONTENTS

DEPARTMENT	CATEGORY OF STAFF	PAGE
------------	-------------------	------

CHAPTER I

GENERAL ADMINISTRATION

REVENUE DEPARTMENT	i) I.A.S. Probationers	1
	ii) (a) Assistant Collectors and Deputy Collectors and (b) Assistant Commissioners and Extra-Assistant Commissioners	3
AGRICULTURE AND FOREST DEPARTMENT	iii) Assistant Collectors and Deputy Collectors-training in agriculture	6
REVENUE DEPARTMENT	iv) (a) Mamlatdars, (b) Probationary Mamlatdars and (c) Naib-Tahsildars	6
	v) Circle Officers and Inspectors	8
	vi) Talatis-cum-Village Panchayat Secretaries	9
POLITICAL & SERVICES DEPARTMENT	vii) Secretariat Assistants	10

CHAPTER II

LAW AND ORDER

POLICE DEPARTMENT	i) Sub-Inspectors	12
	ii) Sub-Inspectors and Head Constables—training in finger printing	14
	iii) Head Constables and Constables-refresher course	14
	iv) Head Constable Driver Mechanics	15
	v) Head Constable Supervisors	15

	vi) Constables	16
	vii) Motor Launch and Dinghy Drivers	16
	viii) Constable Recruits-training in motor vehicle knowledge	17
	ix) Chief Operators — training in finger printing	17
	x) Policemen-training in wireless telegraphy	18
JAIL DEPARTMENT	xi) Superintendents and Jailors	19
	xii) Jail Guards	19
HOME GUARDS ORGANISATION	xiii) Clerks	20

CHAPTER III

RURAL DEVELOPMENT

AGRICULTURE AND FOREST DEPARTMENT	i) Agricultural Assistants	22
	ii) Forest Officers	22
	iii) Range Forest Officers	23
	iv) Foresters and Forest Guards	24
CO-OPERATIVE DEPARTMENT & DEPARTMENT OF COTTAGE INDUSTRIES AND INDUSTRIAL CO-OPERATIVES	v) Senior Co-operative Officers	25
	vi) Intermediate Co-operative Officers	26
	vii) Subordinate Co-operative Officers	27
	viii) Officers selected for undergoing special short-term training course in Co-operative Marketing	28
	ix) Officers selected for undergoing special short-term training course in Land Mortgage Banking	29
	x) Block Level Co-operative Officers	29

	xi) Block Level Extension Officers (Industries)	30
POLITICAL AND SERVICES DEPARTMENT	xii) Block Development Officers	33
	xiii) Social Education Organisers	33
	xiv) Gram Sevaks	33
	xv) Gram Sevikas	35

CHAPTER IV

SOCIAL SERVICES

Education (General)

EDUCATION DEPARTMENT	i) Recruits to Bombay Educational Service Class I	36
	ii) Clerks	37
	iii) Clerks from colleges	37

Education (Technical)

DEPARTMENT OF TECHNICAL EDUCATION	iv) Instructors	38
-----------------------------------	-----------------	----

Public Health

LOCAL SELF - GOVERNMENT	v) Sanitary Inspectors	39
	vi) Vaccinators	40
	vii) Clerical staff	41
	viii) Ministerial staff	41

CHAPTER V

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT	i) Engineers	43
	ii) Technical staff working in Community Development and National Extension Service areas	43
	iii) Technical Assistants	45
	iv) Measurers and Canal Inspectors	48

CHAPTER VI

MISCELLANEOUS

BUREAU OF ECONOMICS AND STATISTICS	i) Statistical Assistants and Clerks	50
	ii) Statistical Assistants working in Community Development and National Extension Service Blocks	52
FINANCE DEPARTMENT	iii) Clerks	53
DEPARTMENT OF PRINTING AND STATIONERY	iv) Apprentices in Typography	54
	v) Apprentices for mofussil presses	54
	vi) Scholars — training in Printing and allied trades	54
	vii) Draughtmen and Tracers	55
EXCISE DEPARTMENT	viii) Excise Inspectors	55
SURVEY AND LAND RECORDS OFFICE	ix) Clerks and Surveyers	57
REGISTRATION DEPARTMENT	x) Sub-Registrars	58

— : X : —

CHAPTER I

GENERAL ADMINISTRATION

The following facilities for training in General Administration are provided to officers and staff by the departments indicated below. The details of the facilities are described in the following paragraphs:—

Revenue Department:

- (i) I.A.S. Probationers.
- (ii) (a) Assistant Collectors and Deputy Collectors, and (b) Assistant Commissioners and Extra-Assistant Commissioners.

Agriculture and Forest Department:

- (iii) Assistant Collectors and Deputy Collectors—training in agriculture.

Revenue Department:

- (iv) (a) Mamlatdars, (b) Probationary Mamlatdars, and (c) Naib-Tahsildars.
- (v) Circle Officers and Inspectors.
- (vi) Talatis-cum-Village Panchayat Secretaries.

Political and Services Department:

- (vii) Secretariat Assistants.

Training of I.A.S. Probationers

2. The Probationers in the Indian Administrative Service allotted to the Bombay State, are, before appointments, given comprehensive training in the duties of the Revenue Officers, the procedures and practices followed, local conditions and the general administrative set-up in the State. The training is given for a period of one year under the supervision and guidance of the District Collector. The details are as under:

(a) As Supernumerary Assistant Collector, the Probationer has to work first for a period of three weeks with the Collector who gives him a general idea of district administration and of the functions of the different government departments. He accompanies the Collector on tours in connection with Jamabandi, inspection of village daftar and revenue matters, tagavi work, local development works, works under the Community Development Projects and National Extension Service Schemes, and scarcity or famine works, if any.

(b) He is attached for the next twelve weeks to a Prant Officer. During this period, a trainee has to study village life and administration, development problems of villages, maintenance of village records, the functions of Gram Sevak and the duties and responsibilities of Mamlatdar-cum-Block Development Officer. He is required to study the problems on revenue side as well as on development side. He has also to study the working of Mamlatdar's office and familiarise himself with the hearing of revenue cases, and the organisation and functions of Community Development Projects and National Extension Service Blocks. He is appointed as an Additional Treasury Officer for a period of six weeks and has also to work for one week with a first class Magistrate.

(c) For the next six weeks, he is attached to a Prant-cum-Project Officer. During this period, he has to attend two session cases and to study the working of the Prant office and Project office. At this stage, a trainee has to appear for the Revenue Lower Standard Examination.

(d) After passing the Revenue Lower Standard Examination, he is appointed as a Prant Officer for a period of six months and is given charge of a National Extension Service Block. During this period, he has also to undergo training in survey and settlement, agriculture and cooperation and get acquainted with district offices of various government departments and one municipality in the district. While he is doing this, he is asked to write essays on certain selected subjects, which are scrutinised by the Prant Officer to whom he is attached and submitted to the Collector for perusal.

(e) For six weeks, he works in the office of the Collector as his Additional Personal Assistant. During this period, he studies the working of the Collector's office. The Collector acquaints him with the administrative matters in greater detail, important subjects concerning the public, supervision and control over the subordinates and general aspects of welfare work. After passing the Revenue Higher Standard Examination, he is appointed as Assistant Collector in full charge of a Prant.

General Training of Assistant Collectors and Deputy Collectors

3. The Assistant Collectors and Deputy Collectors (both probationers and those appointed by promotion) in the ex-Bombay State Districts have to undergo training organised by the Revenue Department for short periods in the first three years of their service in Survey and Settlement, Agriculture, Engineering, Backward Class Welfare and Co-operation. The general outline of the courses they have to undergo is as under:—

(i) Training in Survey and Settlement matters is given at the district headquarters in the first year by the District Inspector of Land Records for fifteen days and for five days by the Superintendent of Land Records when he is on tours in the districts concerned. In the second year, training for seven days is given by the Settlement Commissioner and Director of Land Records at Poona. The trainees are explained in detail the problems connected with survey instruments, the methods and procedures followed in survey, classification in the field and types of lands and city survey. They are taken to the field for demonstrations and practical exercises. Visits to various Survey offices are also organised. One day's training in Town Planning and valuation is also given.

(ii) Training in Agriculture is imparted for a period of twelve days during the second year under the directions of the Director of Agriculture at the Agricultural College, Poona. The following subjects are introduced to the trainees:—

“Agriculture, Botany, Chemistry, Manures and Fertilisers, Agricultural Engineering, Irrigation, Mechanical Cultivation, Agricultural Entomology, Plant Pathology, Agricultural Economics, Veterinary Science, Livestock and Soil Conservation.”

(iii) Training in Engineering is given for a period of fourteen days during the third year at Poona under the guidance of the Senior Superintending Engineer. The candidates are explained in detail the problems connected with the construction of roads and buildings, irrigation works and public health engineering. They are acquainted with the organisation of the Public Works Department and its functions and procedures.

(iv) Training for two days during the third year is organised by the Director of Backward Class Welfare at Poona. The trainees are acquainted with the problem of improving the lot of the backward classes.

(v) A programme for training in Co-operation and connected matters is arranged by the Joint Registrar of Co-operative Societies for a period of three days during the third year at Poona.

At the end of the course in Survey and Settlement during the second year, the trainees have to appear for written and practical tests. In the event of failure in the tests, a note is taken to that effect in the confidential record and a candidate is required to appear for it again at his expense without undergoing the course. Tests are not prescribed in other subjects.

Recently Government has extended the training for fifteen days in Survey and Settlement by the District Inspector of Land Records to all the areas of the new Bombay State. It has, however, been stipulated that during the first few years, the training classes in the Divisions of Nagpur, Aurangabad and Rajkot should be held at the Divisional Headquarters instead of at District Headquarters and that some District Inspectors of Land Records and Superintendents of Land Records from the pre-reorganisation Bombay State areas should be deputed to those areas for imparting training.

4. The Settlement Commissioner and Director of Land Records, who is in general charge of training during the second and third years, forwards in the month of June every year to the Government his proposals regarding the details of the training programme. This is done by him after consulting the other

officers responsible for giving instruction. The Senior Superintending Engineer at Poona arranges the programme so far as training at Poona is concerned, in consultation with the other Superintending Engineer, the Public Health Engineer to the Government, and the Executive Engineer, Poona Electrical Division, Poona. At the end of the training course, the Settlement Commissioner and Director of Land Records has to forward to the Government a general report on the working of the course.

General Training of Assistant Commissioners and Extra-Assistant Commissioners

5. Arrangements are made for comprehensive training of Assistant Commissioners and Extra-Assistant Commissioners for a period of about one year in the ex-Madhya Pradesh districts under the special supervision of the Deputy Commissioners. During the first two months, a trainee has to do touring for thirty days with the Deputy Commissioner or a Sub-Divisional Officer. This opportunity is utilised for gaining insight into the land records, the revenue system, and village life and institutions. During these months, whenever he is at the headquarters, the trainee has to attend the court of an experienced magistrate and has to accompany local revenue officials on inspection duties. During the next two months, a trainee has to spend a few days at the Tahsil (Taluka) office in studying the working of collection and accounting of land revenue and tagavi and does intensive touring with the Tahsildar. He has also to work with a Sub-Divisional Officer and a Superintendent or Assistant Superintendent of Land Records to study in detail the land record system. At the Headquarters he is given third class magisterial powers and commences preliminary training in the work of the police under the direction of the District Superintendent of Police. During the next four months, a trainee has to tour for fifteen days with the District Superintendent of Police and the Divisional Forest Officer to have a broad idea of their work. He is also sent out to see scarcity works, distribution of tagavi, special measures to control epidemics, and other matters of special administrative interest. During the rainy season, a trainee is given grounding in the work at the district office and in the principles of office management. After completion of one year of service under training, the Assistant Commissioner is given revenue powers and is employed on

definite and responsible work in a Sub-Division, first under the supervision of an experienced officer and later in an independent charge. The Deputy Commissioner has to inspect his cases and offer his remarks. Provision also exists for training him in Survey and Settlement matters, Irrigation, Registration and Agriculture.

Training in Agriculture for Assistant and Deputy Collectors

6. A special training course in agriculture for Assistant and Deputy Collectors is conducted by the Agriculture Department at the Agricultural College, Poona, for a period of twelve days. The object of the course is to acquaint the trainees with the set up of the Department of Agriculture, the various phases of its activities and, in general, the role the agricultural staff has to play in districts, with a view to enabling the Revenue Officers to have a perspective of activities both in research and in extension. They are also acquainted with the broad outlines of the theory and practice of agriculture. There is no regular syllabus but the training covers practically all aspects of the subject, viz. Agronomy, Agricultural Chemistry, Agricultural Engineering, Agricultural Economics, Animal Husbandry, Dairying, Livestock, Horticulture, Entomology, Plant Pathology, Soil Conservation, Mechanical Cultivation, Extension and Agricultural Education.

The Professors at the Agricultural College, Poona, and other specialists, officers, heads of the institutions of the Agricultural Department, such as Agronomist, Economist, Botanist, Agricultural Engineer, Statistician, Soil Conservation Officer, Principal of the Extension Training Centre at Manjri, etc. engage the trainees. The training is given through lectures, demonstrations and visits to agricultural farms.

Training of Mamlatdars in Survey and Settlement

7. Facilities for training of experienced Mamlatdars in survey and settlement matters are available in the pre-reorganisation Bombay State districts. The training programme is arranged by the Revenue Department. All Mamlatdars who are not above fifty years of age and who have put in continuous service as Mamlatdars for a period of at least two years have to undergo a training course for fifteen days spread over a period of two years. Every Mamlatdar who is required to undergo training under the

rules must do so within five years of his continuous service as Mamlatdar. The training classes are held by the District Inspector of Land Records during the last week of September every year. At the end of the course, the trainees have to appear for written and practical tests. Failure to pass entails repetition of training at the expense of the candidate. The Settlement Commissioner and Director of Land Records is in over-all charge of the training programme and issues necessary instructions to the District Inspector of Land Records in this connection in consultation with the Collector of the District concerned.

Training of Probationary Mamlatdars

8. Every direct recruit the post of Mamlatdar in the pre-reorganisation Bombay State districts has to undergo training provided by the Revenue Department during his probationary period of two years. During the first six months of probation, he is posted to a taluka office in charge of an experienced Mamlatdar to learn revenue work. He has to accompany the Mamlatdar on his regular tours and learn village inspection, crop inspection, annewari, boundary marks work, record of rights, etc. At the end of this period, the probationer has to pass the Revenue Lower Standard Examination. In the next six months, he has to work as Treasury Aval Karkun and in the following six months, as a Circle Officer. In the last six months, after passing the Revenue Higher Standard Examination, he is posted as Mamlatdar in charge of a taluka. After the probationary period, the direct recruit is confirmed in the appointment of Mamlatdar, provided he completes the course of training satisfactorily and passes the prescribed examination.

Training of Naib-Tahsildars

9. Provision exists in the Revenue Department for giving comprehensive training for a period of two years to the candidates recruited to the posts of Naib-Tahsildars in the districts of the pre-reorganisation Madhya Pradesh. After his appointment, a Naib-Tahsildar has to attend courts of one or two experienced magistrate for two weeks. He is then given actual charge of different branches in the Tahsil office for two or three weeks in each case under the guidance of specially selected Tahsildars. At this stage a trainee has to write a report mentioning the nature of

work performed by him and to submit it to the Sub-Divisional Officer. He is then deputed to work as Treasury Accountant under the supervision of a Treasury Officer and is also attached to a police station at headquarters to study police procedure. After the completion of this attachment period, a probationer is given third class magisterial work and revenue cases for inquiry and report. He is also placed in subordinate charge of a Sub-Treasury for a period of about two months. During the second year of his training, he is attached to the district office for six weeks, where he learns the work of the Deputy Commissioner's reader, the finance clerk and the Assistant Superintendent. A few months are also spent by each trainee under the charge of the Settlement Officer or the Superintendent of Land Records for receiving training in land records work. At the end of the training course, the probationer has to appear for a departmental examination.

Training of Circle Officers and Circle Inspectors

10. Training facilities are also provided by the Revenue Department for Circle Officers and Circle Inspectors in each district of the pre-reorganisation Bombay State under the supervision of the Collector of the district concerned. Not more than thirty candidates are selected from the clerks, Aval Karkuns, Circle Inspectors, Circle Officers and Talatis who are fit for executive jobs and are below forty years of age. A stipend of Rs. 30/- per month is paid to each of the trainees who are not in receipt of permanent travelling allowances. The trainees already serving at the district headquarters are not eligible for it. At the end of the course, written test is held and the candidates who are successful are considered for appointment in the permanent posts of Circle Inspectors and Circle Officers. Failure to pass the test entails repetition of the course at the expense of the candidate. The district officers of different departments give instructions to the trainees in the following subjects:—

“Rules for Circle Inspectors, Records of Rights, Boundary Marks, Crop Inspection, Crop experiments and annewari, Famine, Tagavi, Supply and distribution of foodgrains, Principles of Survey and Classification, Wahiwat, Madat Suits and Darkhast, Land acquisition, Irrigation, Rural deve-

lopment and bunding, Police, Watan and Office correspondence."

Training of Talatis-cum-Village Panchayat Secretaries

11. Under the provisions of recent enactment, the **Bombay Village Panchayat Act, 1958**, the Village Panchayats will gradually be given powers regarding land revenue recovery and maintenance of village records. Since this envisages the fusion of functions of Village Panchayat Secretaries and Talatis, the Government has decided to institute a common cadre of Talatis-cum-Village Panchayat Secretaries which will come into effect all over the State with the enforcement of the Act. The existing Talatis, who are incumbents of the permanent posts of Talatis for the revenue recovery work, as distinguished from Talatis for special jobs like tenancy and land reforms and the existing Village Panchayat Secretaries, who have basic qualifications, are to be absorbed in the common cadre. As and when needed, direct recruitment will also be made. The formation of this cadre has necessitated the provision of training facilities in the following three different categories.

(i) Training of fresh recruits:—Outside candidates recruited to the common cadre will have to undergo training for a period of six months, out of which five months will be devoted to the class-room training and one month to practical training. The Land Revenue Code and rules and the Village Panchayat Act and rules are the important subjects prescribed for class-room study. Practical training will be given in the duties of Talati or Patwari and the Mamlatdar or Tahsildar, and the working of Village Panchayats.

(ii) Training of Talatis:—The Talatis to be appointed in the common cadre will have to undergo training for a period of three months. Two and half months of the course will be devoted to the class-room study, of which Village Panchayat Act and Rules and matters connected with the working of Panchayats will form the more important part. The practical training will be given in the working of Village Panchayats for fifteen days.

(iii) Training of Village Panchayat Secretaries:—The existing Village Panchayat Secretaries to be absorbed in the common cadre

will have to undergo training for a period of four and half months. Three and half months will be devoted to the class-rooms study mainly in the Land Revenue Code and Rules and one month to practical training with a Talati or Patwari and with a Mamlatdar or Tahsilar.

12. In addition to the main subjects mentioned above, the following common topics are prescribed for class-room study for all categories of the trainees.

1. Agriculture, Agricultural Economics and Animal Husbandry;
2. Co-operative movement;
3. Public Health and sanitation;
4. Constitution of India, First and Second Five Year Plans;
5. Minor Acts administered in villages such as, land reforms, tenancy, prevention of fragmentation of lands, Village Police Act, Cattle Trespass Act, etc.

At end of the training period, the trainees have to appear for the examination. There is a separate examination for each category.

It has also been proposed to open one training centre for each of the three categories in each Division of the State. About 100 trainees will be admitted at a time to each centre. Each training centre is to be equipped with a teaching staff consisting of a Mamlatdar, Panchayat Inspectors and Revenue Inspectors.

Training of Secretariat Assistants

13. In accordance with the recommendations contained in the Bombay Administrative Enquiry Committee Report, 1949, facilities have been provided by the Political and Services Department for the post-recruitment training of the candidates appointed to the posts of Assistants in the Upper Division of the Subordinate Secretariat Service. Every Junior Assistant (direct recruit) serving in a Secretariat Department is required to enrol himself in a training course and to appear for an examination held at the end of such course, each batch consisting of about 40 trainees. The

classes extend over a period of three months. The lectures are generally arranged on weekdays and on Saturdays during office hours. Each candidate is given two chances for passing the examination and a candidate who fails to pass at the first chance loses his seniority, if any, over the candidates who pass at that chance.

14. The training imparted in the course aims at improving the speed and efficiency of Assistants in the discharge of their duties. The subjects taught and the practical work undertaken in the class enable them to familiarise themselves with various rules and regulations, procedures and practices followed by the Secretariat Departments. The following syllabus is prescribed for the course :—

- (i) General Administration (Organisation and administration of various Government Departments, Important Policy and Welfare measures, Co-ordination and Avoidance of delays, Relations with the public, legislators and social workers, Community Development Projects and National Extension Service and Major Development Schemes).
- (ii) General subjects (Secretariat instructions, Rules of Business, Constitution of India, etc.).
- (iii) Accounts (Budget Manual, Contingent Manual and Bombay Civil Service Rules).
- (iv) Reviews of Administration and the Annual Reports of various departments.
- (v) Practice in actually working out about fifty typical routine cases pertaining to several departments.
- (vi) Filing system.

At the end of the course, the trainees have to take written as well as oral test.

CHAPTER II

LAW AND ORDER

Training facilities are provided to the following officers and staff connected with the maintenance of Law and Order by the departments shown below. The details of the training courses are indicated in the following paragraphs.

Police Department:

- (i) Sub-Inspectors;
- (ii) Sub-Inspectors and Head Constables—training in finger printing;
- (iii) Head Constables and Constables—refresher course;
- (iv) Head Constable Driver Mechanics;
- (v) Head Constable Supervisors;
- (vi) Constables;
- (vii) Motor Launch and Dinghy Drivers;
- (viii) Constable recruits—training in motor vehicle knowledge;
- (ix) Chief Operators—training in finger printing;
- (x) Policemen—training in wireless telegraphy.

Jail Department:

- (xi) Superintendents and Jailors;
- (xii) Jail Guards.

Home Guards Organisation:

- (xiii) Clerks.

Training of Sub-Inspectors

2. Recruits for the posts of Sub-Inspectors in the Police Department are trained at the Central Police Training School, Nasik. The vacancies in the cadre are filled in partly by direct

recruitment and partly by selection and promotion of departmental candidates. The regular training course to which candidates directly recruited and those selected departmentally are admitted extends over a period of three years as under:—

- (i) Training at School for one year,
- (ii) Practical training for one year in District,
- (iii) Refresher course at the school for a period of six months, and
- (iv) Practical work with responsibility for a period of six months.

3. The following subjects are included in the syllabus prescribed for class-room training:—

- (i) Law and Procedure,
- (ii) Police Manual,
- (iii) Miscellaneous subjects like Medical Jurisprudence, circulars issued by the Inspector General of Police, conduct of police towards public, observation, foot and finger printing, plan drawing, etc.

During the second year of the course, the candidates are posted at various police offices, stations and chowkeys for practical training. There they have to acquaint themselves with the duties connected with the service in the Police Department, e.g. investigation of cases, preparation of case-papers, patrolling, writing reports, surveillance, collection of required information, filing complaints in courts, etc.

The teaching staff at the School, besides the Principal, includes a Deputy Superintendent of Police, Police Prosecutors, Inspectors, Sub-Inspectors and Head Constables. Instruction in Law is imparted by Police Prosecutors. A model police station has been set up on the premises of the school for providing practical training. Actual demonstrations in developing of foot and finger prints and lectures on scientific aids to investigation are also arranged.

Training of Sub-Inspectors and Head-Constables (in finger printing)

4. One Sub-Inspector and two Head Constables of the Local Crime Branch Unit of each district are selected to undergo a course of training in finger printing at Finger Print Bureau, Poona, with a view to train them in the art of development of chance prints. The duration of the course is two weeks. The following subjects are prescribed for study:—

- (i) Study of the uses and classification of finger printing,
- (ii) Study of the Manual of finger printing,
- (iii) Study of finger clues,
- (iv) Process of developing latest chance prints by means of
a) powders, (b) fumes, and (c) chemicals,
- (v) Preparation of foot print casts in (a) plaster of paris,
(b) wax, and (c) resin, and
- (vi) Taking of finger prints, palm prints and foot prints.

Training is imparted by the Bureau staff. Practical training in classification, indexing, recording and searching of foot impression slips is entrusted to Senior Experts in the Finger Print Bureau and is carried out directly under the supervision and guidance of the Director, Finger Print Bureau.

Refresher Course for Head Constables and Constables

5. Refresher courses are held at Police Training Schools at Nasik, Junagadh and Nagpur for the benefit of Head Constables and Constables. The period of training varies from four to five months at different centres. The syllabus prescribed for the courses includes class-room instruction in Law and Procedure and Police Guide and practical training in investigation and prevention of crimes, general duties of police, traffic rules, service regulations, plan drawing, foot and finger printing, first aid to injured, observation and parade ground work. Instruction is realistic and is illustrated with the help of demonstrations through the medium of a sham police station run on the school premises.

Training of Head Constable Driver Mechanics

6. Head Constable Driver Mechanics and Fitters appointed in District Motor Transport Sections and Workshops are selected for undergoing a refresher training course at Motor Transport Workshops at Poona and Baroda. The course is intended to improve their knowledge of maintenance and repairs of vehicles. The duration of the course is four months, of which three months are spent in workshop and one month with mobile squad. The trainees have to learn the following subjects:—

- (i) Knowledge of vehicles and vehicle parts,
- (ii) Oral instruction and demonstration,
- (iii) Allied trades,
- (iv) Uses of Gauges, Fits and Limits,
- (v) Testing.

Training of Head Constable Supervisors

7. Facilities also exist for providing a refresher training course to the Head Constable Supervisors at the Motor Transport Section, Poona. At every district head-quarters the Motor Transport Section is placed under the charge of Reserve Police Inspector or Sub-Inspector. He is assisted by one Head Constable usually called Head Constable Driver Supervisor who has to maintain Motor Transport Stores and Records in addition to supervising the duties of drivers. This training course is, therefore, organised with a view to enabling the supervisors to acquire necessary knowledge of motor spare parts, maintenance of motor transport records, etc. It extends over a period of four months and covers the study of the following subjects:—

- (i) Motor transport circulars and knowledge of makes and types of vehicles generally used in the department,
- (ii) Motor driving,
- (iii) Care and maintenance of vehicles,
- (iv) Mechanical knowledge,
- (v) Traffic offences,
- (vi) Use of motor vehicles,

- (vii) Garage administration,
- (viii) Maintenance of motor transport records, and
- (ix) General knowledge about vehicles and vehicular traffic.

The training is imparted by the Superintendent of Police, Motor Transport, Poona. He is assisted by a Police Inspector, Motor Transport, Poona Range. The practical training is arranged at the Poona Central Motor Workshop.

Training of Constables

8. Training for constable recruits is provided at the Police Training Schools located in various regions of the State. Since a Police Constable forms the lowest but the most important unit of the force, on whose efficiency, intelligence and sense of duty depends the good name and morale of the whole force, extensive training is imparted with a view to achieving this object. The number of candidates admitted to the training course at each school depends upon the actual number of vacancies existing in the districts and the maximum in-take permissible at the school.

The duration of the course at all the schools is six months. The candidates have to undergo both indoor and outdoor training. Under indoor training programme, the trainees are given instruction in subjects which are closely connected with the duties and requirements of constabulary. The outdoor training is imparted in accordance with the standing orders in this connection and generally consists of various types of drill, physical training, handling of arms, etc.

Each school is equipped with a qualified staff consisting of Police Officers and Constables and Police Prosecutors. Wherever possible, instruction is accompanied with demonstration. A dummy police station is also set up to make training more practical and realistic.

Training of Motorised Launch and Dinghy Drivers

9. Facilities for training Motorised Launch and Dinghy Drivers are provided at the Motor Transport Section in Bombay. Fully qualified and experienced motor launch and dinghy drivers are not easily available for appointment in the Police Department.

In order to overcome the difficulty of securing qualified personnel, selected candidates who have already some preliminary knowledge of driving launches and dinghies are given a refresher training at Bombay so that they may come up to the required standard. During the training period of six weeks, the following subjects are taught to the candidates:—

- (i) Duties of Launch and Dinghy Drivers,
- (ii) Oral instructions,
- (iii) Demonstrations, and
- (iv) Practice on each of the items given in the general maintenance Instructions.

In addition, the trainees are given special instruction in running, maintenance, servicing and routine repairs of engines fitted to their respective launches or dinghies, safety precautions and elementary drill. After training for a period of four weeks, an oral and practical tests are held. The training is imparted by the Superintendent of Police, Motor Transport, Bombay City, who is assisted by the Superintendent of Police, Motor Transport, Bombay State, if and when found necessary. For practical training, vessels at the disposal of the Greater Bombay Police are made available.

Course for Constable Recruits

10. In order that every Police Constable on his appointment in the Police Force should have elementary knowledge of motor vehicles and traffic regulations, training is imparted to the Police Constables at every district head-quarters. It consists of lectures spread over a period of one week on the elementary knowledge of motor vehicles and traffic regulations by the respective Motor Transport Officers of the districts. Equipment and vehicles at the District Motor Transport Sections are made available for practical training.

Training Course for Chief Operators

11. Training course for Chief Operators is conducted at the Finger Print Bureau, Poona. At district headquarters, there are offices of Police Chief Operators whose duty is to take finger

impressions of convicts, suspects and undertrial prisoners. In order to provide these offices with the qualified personnel, Head Constables who have studied upto at least S.S.C. Examination and have fair knowledge of English are selected to undergo this course. The duration of the course is two months. The following subjects are prescribed for study:—

- (i) Study of classification and uses of finger prints,
- (ii) Study of Finger Print Bureau Manual,
- (iii) Practical training in preparing finger impressions slips and conviction reports for record at Yervada Central Prison, maintenance of several registers, etc. in the office of Chief Operator, Poona.

Training of Policemen in Wireless Telegraphy

12. Facilities for training Policemen in wireless telegraphy are available at the Police Wireless Training Centre at Dapori near Poona. Selection is made through an entrance examination in which general knowledge and proficiency of the candidates in English are tested. The duration of the course is nine months, of which eight months are devoted to actual training and one month to the revision of study and the final examination.

The syllabus prescribed consists of theoretical and practical training in the following subjects:—

- (i) Electric and Radio Theory,
- (ii) Traffic, and
- (iii) Petrol charger and Batteries.

The teaching staff at the Centre consists of a Police Wireless Sub-Inspector (Engineering), a Police Wireless Sub-Inspector (Traffic), a Radio Mechanic, an Electrician and Head Wireless Operator. The senior of the two Sub-Inspectors is in charge of the centre. Since the training is of a technical nature, instruction is given both in theory and practice. Necessary wireless equipment is provided at the Centre to acquaint trainees with its knowledge, maintenance and operation. At the final stage of training, they are required to work on wireless sets by forming groups. Monthly progress tests are held with a view to judging capability

of candidates of becoming good wireless operators. Candidates not evincing keen interest or lagging behind are sent back to their districts.

Training of Superintendents and Jailors

13. In-service training for a period of nine months is imparted to the Superintendents and Jailors in the Jail Department. The curriculum prescribed for the course includes both theoretical and practical training in problems connected with crimes, prisoners and prison administration. Under a programme of practical training, the candidates are given instruction in field work, prevention and control measures in emergencies, physical training, drill and various outdoor games. Visits to institutions of interest are organised. Group discussions, study groups, seminars and symposiums on topics connected with correctional administration are also arranged. The trainees have to appear for written, oral and practical tests both during and at the end of the training period. The final evaluation of a candidate is made on the basis of his total performance in all these tests.

Training of Jail Guards

14. A course extending over a period of three months is provided for training of Jail Guards in the Jail Department. In all there are four sessions of the training during a year. The classes are held by the Jail Superintendents and Jailors twice a week. Outdoor training consists of drill, bayonet fighting, practical training, etc. At the end of the course the trainees have to appear for oral test conducted by senior officers in Jail Department. Failure to pass the test entails liability of dismissal from service.

Recently a course of three months' duration has been instituted at Jail Officers' Training School at Yervada for giving additional training to Jail Guards. Instruction is imparted under this training programme for effective control of prisoners, prison procedure, physical training and other matters connected with the prison management. Written, oral and field tests are held both during and at the end of the training course.

15. Post-recruitment training is available in the Home Guards Organisation for clerical establishment in Greater Bombay. All those working in clerical posts in the Home Guards Organisation, except those appointed to the posts of Personal Assistants, Accounts Office Supervisors, Head Clerks, Instructors and those who have already passed the Head Clerk's qualifying examination held by the Police Department, have to undergo training and pass the examination held at the end of the course, within two years from the date of joining service.

A Senior Honorary Officer in the Home Guards Organisation is appointed as the Officer in charge of the training course. The Commandant and the Commandant-General, Home Guards, Bombay, prepare lists of candidates selected for training from their respective units and forward the same to the Officer in charge of the course. There are two training courses held during a year. Each course takes two months during which period a lecture for one hour is held every day except on Sundays and Holidays. The following subjects are prescribed for study:—

- (i) Accounts—Bombay Civil Service Rules, Vol. I, Budget Manual, Manual of Contingent Expenditure, etc.
- (ii) Acts, Rules and Office Procedures.
- (iii) Correspondence—Essay, precis and letter writing, translation, noting and drafting.
- (iv) General—Bombay Police Manual, Bombay Civil Service Conduct, Discipline and Appeal Rules, and Provident Fund Rules.

The Commandant-General is authorised to select Instructors from amongst the Senior Honorary Officers of the Home Guards Organisation or from retired Superintendents or Head Clerks who are prepared to work in an honorary capacity. Every clerk is given three chances to appear and is required to pass the examination within two years of his joining the service. The Commandant General may, however, give at his discretion, an additional chance to a candidate as a special case.

CHAPTER III

RURAL DEVELOPMENT

For the officers and staff engaged in rural development activities the following training facilities are provided by the departments shown below. The details of the training courses are given in the following paragraphs:—

Agriculture and Forest Department:

- (i) Agricultural Assistants;
- (ii) Forest Officers;
- (iii) Range Forest Officers;
- (iv) Foresters and Forest Guards;

Co-operative Department and Department of Cottage Industries and Industrial Co-operatives:

- (v) Senior Co-operative Officers;
- (vi) Intermediate Co-operative Officers;
- (vii) Subordinate Co-operative Officers;
- (viii) Officers selected for undergoing special short-term training course in Co-operative Marketing;
- (ix) Officers selected for undergoing special short-term training course in Land Mortgage Banking;
- (x) Block Level Co-operative Officers;
- (xi) Block Level Extension Officers (Industries);

Political and Services Department:

- (xii) Block Development Officers;
- (xiii) Social Education Organisers;
- (xiv) Gram Sevaks;
- (xv) Gram Sevikas.

Refresher Course for Agricultural Assistants

2. A special course in agriculture for Agricultural Assistants is conducted at the Agricultural Colleges at Poona and Anand for a period of ten days during April or May every year. The object of this course is to keep the Agricultural Assistants abreast of modern developments in agriculture. The following subjects are included in the syllabus prescribed for the course.

“Soil conservation, improvement and tillage, manurial requirements of crops, irrigation, improved methods of cultivation, horticulture, crop pests, crop diseases, livestock improvement, dairying and agricultural extension.”

The teaching work is attended to by the staff of the Agricultural Colleges and the Officers of the Agricultural Department. Every day trainees are engaged for about seven hours and instruction is imparted through lectures, demonstrations and visits to the farms.

Training of Forest Officers

3. Selection of candidates for undergoing a training course for Forest Officers at the Indian Forest College at Dehra Dun is made by the Forest Department through the Bombay Public Service Commission on the basis of result of the competitive test held after inviting applications by public notification. An applicant is required to possess a Bachelor's or Master's degree, not lower than Second Class, of a recognised University in Natural Science, Mathematics, Geology, Mechanical Engineering or Agriculture or equivalent qualifications. He should also fulfil the following minimum physical standard.

- (i) Height ... 5'—4".
- (ii) Chest ... 31" expansion to 33" (minimum expansion two inches).
- (iii) Physical test consisting of walking a distance of 16 miles to be covered within four hours.
- (iv) Medical examination by Medical Board.

The candidates thus selected by the Government are required to undergo training at the Forest College. After completing the training for two years, the candidates have to undergo practical training for six months in the State followed by further specialised training for six months at the college. After completion of the second year's training, they are allowed to draw pay at Rs. 200/- per month as Probationary Assistant Conservators of Forests. They are required to be on probation for a further period of one year after completing the third year's training and are thereafter appointed as Assistant Conservators of Forests in the scale of Rs. 220-15-400—E.B.—20-500—E.B.—25-650 plus other allowances admissible under the rules in force, provided they pass the Departmental and Language Examinations prescribed by Government during the probationary period.

Training of Range Forest Officers

4. The Forest Department recruits every year candidates to the posts of Range Forest Officers for undergoing training course in forestry at the Southern Forest Rangers College at Coimbatore for a period of two years. Selection of candidates is made by nomination from amongst the candidates including those from lower subordinate service after inviting applications by public advertisement. To be eligible for selection a candidate should have passed the Intermediate Examination of any recognised Indian University with two or more of the following subjects:—

Mathematics,
Physics,
Chemistry,
Botany, and
Zoology,

or any other examination of an equivalent or higher standard and must not be less than 18 and more than 24 years of age on the date of admission to the college. The upper age-limit is relaxable by three years in the case of candidates from Backward Classes. Besides, he should fulfil the minimum standards of physical fitness as given below:—

Height ... 5'—4".

Chest ... 31", after expansion 33" (minimum expansion of two inches).

Walking test ... 16 miles to be covered within four hours. On completion of training with a higher standard certificate a candidate is appointed as Range Forest Officer on Rs. 80/- per month in the scale of Rs. 80-5-100—100-8-140—E.B.—10-200.

Training of Foresters and Guards

5. The Forest Department provides training facilities to the lower categories of staff, viz. Foresters and Guards. Direct recruitment to the posts of Foresters and Guards is made through the Employment Exchange from amongst the candidates who have passed S.S.C. Examination and VII standard respectively and are below 25 years of age (relaxable by five years in case of candidates from Backward Classes).

The minimum qualification for subordinates to be eligible for selection for undergoing training in the classes for Foresters and Guards is the passing of S.S.C. Examination and VII standard respectively and age not more than 35 years. The training is imparted in the following institutions run by the Forest Department within the State:—

- (i) Foresters' Class, Bordi, District Thana.
- (ii) Foresters' Class, Chhota Udepur.
- (iii) Forest Guards' Class, Junagadh.

It is proposed to start one more Centre at Chanda for training both Foresters and Guards in separate classes.

Training Facilities at Government Milk Colony, Aarey

6. (a) Training facilities for four apprentices in different sections of dairy, such as electrical, mechanical, refrigeration, boiler and processing for a period of two years are sanctioned. A candidate should hold a diploma in Mechanical Engineering to be eligible for selection. During the period of apprenticeship, the candidates are paid a monthly stipend of Rs. 60/- each.

(b) Training facilities for a period of three months are also available for learning the working of the Bombay Milk scheme.

These facilities are open to candidates who are graduate in Science, Agriculture or Dairying and whose candidatures are sponsored by government institutions or recognised public bodies.

Senior Co-operative Officers' Course

7. Senior Officers of the rank of the Deputy Registrar and Assistant Registrar in the Co-operative Department and in the Department of Cottage Industries and Industrial Co-operatives are deputed for training under the Senior Officers' Course at the Co-operative Training College, Poona. This as well as the courses for the officers mentioned at (vi) to (x) above are organised by the Central Committee for Co-operative Training which is jointly sponsored by the Government of India and the Reserve Bank of India as a part of all-India scheme to give fillip to co-operative training and education. The duration of the course is six months. It provides for class-room work for a period of four months and practical training for two months. The trainees are given free tuitions and are provided with rent-free lodging arrangements and paid monthly stipend of Rs. 75/- while at the Centre and Rs. 150/- while on tour. They are also given allowances for journeys undertaken for joining and leaving the Centre and for tours connected with their practical training.

8. Since all the trainees deputed for the course are senior officers, they generally possess sufficient knowledge of both theory and practice in co-operation. In class-work, emphasis is, therefore, laid on recent trends in the theory of co-operation, difficulties likely to be experienced in Indian conditions and the lines of future development. The syllabus prescribed for the course includes important aspects of the co-operative movement which deserve attention of senior officers. It comprises of the following subjects:—

Compulsory subjects:

- (i) Co-operative Law.
- (ii) Co-operative Banking and other forms of co-operation.
- (iii) Co-operative Administration.

Optional subjects:

Each candidate has to select any one of the following subjects for specialised study:—

- (i) Banking,
- (ii) Agricultural Marketing.
- (iii) Administration,
- (iv) Industrial Co-operation including village, cottage and small-scale Industries.

Besides class-room lectures, the trainees write essays on the topics given and hold discussions on various problems among themselves. Practical training consists of study tours for visiting places of co-operative interest and deputation to co-operative and commercial banks and the office of the Registrar of Co-operative Societies.

Intermediate Co-operative Officers' Course

9. The officers of the rank of Auditors, District Co-operative Officers, Office Superintendents and Head-clerks, who are treated as Intermediate Personnel, are deputed for training under the Intermediate Officers' Course. A candidate should be graduate of a recognised University or should have served in the department for a period of at least three years to be qualified for deputation. The duration of the course is one year of which three months are devoted to study tours and practical training. The trainees are given free tuitions and are provided with rent-free lodging arrangements and paid monthly stipend of Rs. 50/- while at the training centre and Rs. 120/- while on study tours. Travelling allowances are given for journeys undertaken for joining and leaving the Centre and also for tours connected with practical training.

10. The syllabus prescribed for the course includes the following subjects relating to the working of the co-operative institutions in the country:—

Compulsory subjects:

- (i) Theory, History and Practice of Co-operation,

- (ii) Co-operative Law,
- (iii) Banking,
- (iv) Book-keeping and Accountancy,
- (v) Rural Economics.

Optional subjects: ...

One of the following subjects is to be chosen for specialisation:—

- (i) Advance Accountancy and Auditing,
- (ii) Advance Co-operative Banking including Land Mortgage Banking,
- (iii) Agricultural Marketing,
- (iv) Industrial Co-operation including village, cottage and small-scale industries,
- (v) Detailed working of Co-operative Societies and the Co-operative Department.

The practical training consists of study tours and intensive field training. Two study tours are usually arranged to visit important co-operative institutions in Bombay and Madras States. For field training, the trainees are posted at different institutions for a prescribed period. Periodically practical tests are taken and the performance of candidates in these tests is taken into consideration in declaring result of the final test. From 1957, a *viva voce* test has also been introduced.

Subordinate Co-operative Officers' Course

11. The members of staff at the lowest level, i.e. clerks, supervisors, auditors, salesmen, etc. are deputed for training under the Subordinate Officers' Course conducted at the five Regional Co-operative Schools administered by the Bombay State Co-operative Union through its regional bodies. The duration of the course is six and half months including two months of practical training. The trainees are given free tuitions and are paid stipends of Rs. 40/- per month and travelling allowance of Rs. 60/- for the course. They are also provided with free lodging arrangements. They have to study the following subjects:—

- (i) Co-operation—History and General Principles,
- (ii) Co-operative Law and Procedure and other Laws,
- (iii) Rural Economics and Elements of Agriculture,
- (iv) Banking—General and Co-operative,
- (v) Book-keeping and Accounts,
- (vi) Auditing,
- (vii) General management of Co-operative Societies and Secretarial Practice and set-up of the Co-operative Department.

Special Short-term Training Course in Co-operative Marketing

12. A special short-term course in co-operative marketing is also organised by the Central Committee for Co-operative Training and is run at the Co-operative College, Poona, as a part of its all-India scheme to give specialised training to the personnel in the Co-operative Departments. Officers of the grades of Marketing Inspectors, District Co-operative Officers, Auditors, etc. are deputed for training under this scheme. The duration of the course is four months. The course is divided into theoretical and practical training of two months each. Generally, candidates who are graduates and possess four to five years' experience in co-operation are admitted.

The theoretical training includes discussions of various problems of marketing. The trainees have to study the types of markets, prices, storage problems, marketing finance, transportation, grading, market legislation, co-operative marketing and its problems. Stress is laid on essay writing and group discussions. Under the programme of practical training study tours are arranged to visit Market Committees, Marketing Co-operatives, Market Research Offices and similar other places, to understand their working.

The trainees are given free tuitions and are provided with free lodging arrangements at the training centre. They are also paid stipends of Rs. 50/- per month while at the centre and Rs. 120/- while on tours. Travelling allowances, as admissible under the rules, are also given.

Special short-term Course in Co-operative Land Mortgage Banking

13. A special short-term course in co-operative land mortgage banking is organised by the Central Committee for Co-operative Training in Madras. The qualifications for admission to the course and the concessions offered to them are the same as for the course in co-operative marketing. The duration of the course is four months. The theoretical training is imparted for a period of three weeks only and the remaining period is devoted to practical training in survey work, land acquisition, working of Primary Land Mortgage Banks and the Central Land Mortgage Bank.

Block Level Co-operative Officers' Course.

14. Officers are sent by the Co-operative Department for undergoing training at the Block Level Co-operative Officers' Course at Bhavnagar. The course is intended for the co-operative personnel working in the Community Development and National Extension Service Blocks. The trainees are given free tuitions and are provided with free lodging arrangements at the training centre. In addition, they are paid a stipend of Rs. 50/- each per month and travelling allowances as admissible during the training period.

The curriculum of study comprises both theoretical and practical training. Emphasis is, however, laid on the problems of development in rural areas. Special attention is also paid to the co-operatives in the field of credit, marketing, labour and housing. The following subjects are prescribed for study:—

- (i) Co-operation—theory and practice, including recent development,
- (ii) Co-operative Law,
- (iii) Co-operative Banking,
- (iv) Book-keeping,
- (v) Accountancy and audit,
- (vi) Rural Economics and Rural Development.

The practical training includes study tours to visit co-operative institutions and participation in their work to understand their methods and problems.

Block Level Extension Officers' (Industries) Course

15. The Department of Cottage Industries and Industrial Co-operatives recruits candidates for the posts of Block level Extension Officers (Industries) to guide and supervise the development of cottage and small-scale industries in the Community Development and National Extension Service Blocks. But before they are actually put on the jobs, they have to undergo an integrated training course of twelve months—four months at the Small Industries Service Institute, Bombay, and eight months at a Khadi Mahavidyalaya administered by the All-India Khadi and Village Industries Commission. Out of twelve months, ten months are devoted to theoretical and practical training and the rest to study tours during which small-scale and village industrial establishments and institutions are visited.

16. The number of candidates admitted to a training session is allowed to vary, depending upon the number of officers required for the development programme in hand. The minimum qualification required for admission to the course is the possession of a degree of recognised University or the passing of an equivalent examination in the following subjects, stated in order of preference:—

- (i) Engineering,
- (ii) Pure or Applied Physics,
- (iii) Chemistry,
- (iv) Biology,
- (v) Business Management.

Only those having aptitude for work in rural areas and ready to take habitual wearing of Khadi are admitted. During the training period each candidate is paid a stipend of Rs. 100/- per month while at the Small Industries Service Institute and Rs. 75/- per month while at a Khadi Mahavidyalaya. Travelling allowances are given for study tours. The candidates deputed by the Govern-

ment Departments are also allowed to draw their usual pay and allowances as permissible under the rules. Employment is assured only to those who are able to complete the course successfully. They have to give an undertaking to serve the Government for a fixed period.

17. The training at the Small Industries Service Institute is divided into two parts as under:—

(A) Basic Training:

- (i) Study visits to small-scale industries, training institutes and research laboratories in the Bombay State,
- (ii) Talks by specialists from various fields,
- (iii) Orientation programme with All-India Boards.

(B) Advance Training:

- (iv) Visits to various industrial centres,
- (v) Visits to Community Development Blocks,
- (vi) A week with the Director of Industries,
- (vii) Discussion on various schemes with the Technical Officers of the Institute.

The Institute arranges Intensive Study Visits as a part of its basic training and Informative Study Visits as a part of advance training. During the intensive study visits, trainees have to spend comparatively longer hours to examine in detail the problems usually confronted by small industrial establishments such as the process of manufacture, management organisation, marketing products, etc., while during the informative study visits, the collection of information regarding distribution pattern of industries and the possibilities of decentralisation are kept in view. Experts from banks, financial institutions, all-India Boards and the government departments dealing with industries and co-operation are invited to give talks to the trainees. An orientation programme with the All-India Boards for Khadi and Village Industries, Handicrafts, Handloom and Silk is also organised. It consists of talks by the officers of the Boards and visits to their units. As a part of advance training, visits to Community Development Blocks are

also arranged. These visits are utilised by the trainees in understanding the difficulties experienced by the village artisans and industries and in studying problems regarding the development and expansion of small-scale industries. During the week spent in the office of the Director of Industries, the trainees are explained rules, regulations and procedures followed for supervision and regulation of industries, industrial production and collection of statistics. Lastly, a number of schemes prepared by the Institute for manufacture of products are distributed among the trainees for study and discussions with the officers of the Institute.

18. The following syllabus is prescribed for study in the latter part of the course at Khadi Mahavidyalaya:—

(A) Main Industry—Khadi (practical).

(B) Other Industries (practical and technical).

- (i) Hand-made paper,
- (ii) Oil Ghani,
- (iii) Soap-making,
- (iv) Bee-keeping,
- (v) Leather Industry,
- (vi) Gur and Khandsari,
- (vii) Palm Gur,
- (viii) Hand-pounding of rice,
- (ix) Pottery,
- (x) Match Industry, and ...
- (xi) Agriculture

(C) Theoretical knowledge of industries.

(D) General knowledge.

- (i) Book-keeping,
- (ii) Economic problems of a village,
- (iii) Economics and importance of village industries,
- (iv) Principles of Planning, Five-Year Plans and various schemes for development,

- (v) Principles of Co-operative movement and its working,
- (vi) Constructive work,
- (vii) Institutions doing constructive work and work carried on by government,
- (viii) Principles of survey system,
- (ix) Investigation of a subject and writing an essay on it,
- (x) Marketing—its formation, functioning and planning,
- (xi) Elements of Agriculture, and
- (xii) National language—Hindi.

Besides the lectures on theoretical aspects of industries, the trainees are given thorough training in the technical processes involved in manufacture or production of commodities in different industries. They have to go through the actual process as a part of their practical work and are required to attain a reasonable standard of efficiency in their performance.

Training of Block Development Officers

19. Under the scheme for training personnel to work in the Community Development Blocks, Mamlatdars-cum-Block Development Officers are deputed for training for a period of eight weeks at one of the four Development Officers' Training Centres organised and run by the Ministry of Community Development, Government of India.

Training of Social Education Organisers

20. The Director of Education recruits candidates for the post of Social Education Organisers to work in the Community Development Blocks. But before they are posted, the candidates have to undergo a training course for a period of five months at one of the nine training centres run by the Government of India.

Training of Gram Sevaks

21. The recruitment of candidates to the posts of Sevaks or Village Level Workers is made by the Divisional Commissioners on the recommendations of the District Selection Committees constituted for that purpose. Before they are posted, they have to

undergo a two-year training course in agriculture and allied subjects and in extension philosophy. Arrangement for training is made by the Political and Services Department. At present there are ten training centres functioning in the Bombay State for training of Gram Sevaks. Four more institutions are proposed to be opened shortly. Each centre admits upto 100 trainees—50 in the first year class and 50 in the second year class.

Training under the course consists of two parts: (a) institutional training, i.e. theoretical or class-room training and practical training in the campus of the Centre for a period of twenty-one months, and (b) job training extending over a period of two and half months in the Community Development Block attached to the centre. Throughout the course, emphasis is laid on imparting knowledge of important subjects related to rural development and on providing knowledge and experience likely to assist the trainees in carrying out development activities under the Community development programme.

22. The syllabus prescribed for the course consists of instructions in theory, practice and extension in the following subjects:—

- (i) Agriculture I—soil management and agricultural engineering,
- (ii) Agriculture II—crop husbandry,
- (iii) Horticulture and plant protection,
- (iv) Animal husbandry, dairying and veterinary science,
- (v) Co-operation,
- (vi) Panchayats,
- (vii) Public Health,
- (viii) Social Education,
- (ix) Extension Programme Planning and related basic information,
- (x) Minor engineering works, and
- (xi) Rural Industries.

The trainees have to take periodical tests and final examination both in theory and practicals in all subjects. The perform-

ance in these tests and also an evaluation of work while on job training is taken into consideration in the final assessment of each trainee.

Training of Gram Sevikas

23. The recruitment of Gram Sevikas or Women Village Level Workers is also made by the Divisional Commissioners through the District Selection Committees. The Chief Instructor of the nearest Home Science Wing and a representative of the Bombay State Social Welfare Advisory Board are co-opted on each Selection Committee for the purpose of selection of candidates. The selected candidates have to undergo a training course of one year at the Home Science Wing. The training course has been instituted with a view to providing trained women village workers required under the development programme to carry on activities connected with improvement of home, health and sanitation, food, clothing and better bringing up of children. After the completion of the course, candidates are posted as Gram Sevikas in the Community Development Blocks.

Theoretical and practical training in the following subjects is imparted to the candidates:—

- (i) Family Foods and Nutrition,
- (ii) Clothing for the family—selection, construction and laundering,
- (iii) Mother and Child care,
- (iv) Housing and Management of Home,
- (v) Health and Sanitation,
- (vi) Handicrafts and Cottage Industries,
- (vii) Agriculture—Kitchen gardening, dairying, poultry and bee-keeping and farming,
- (viii) Co-operation,
- (ix) Home Science Extension—Rural family, Rural Sociology, Psychology, Community recreation and Extension methods.

CHAPTER IV

SOCIAL SERVICES

The following training facilities are available to the officers and staff working in the departments connected with Social Services. The details of the training facilities are described in the following paragraphs.

Education (General)

Education Department:

- (i) Recruits to Bombay Educational Service Class I,
- (ii) Clerks.
- (iii) Clerks from government colleges.

Education (Technical)

Department of Technical Education:

- (iv) Instructors.

Local Self-Government and Public Health Department:

- (v) Sanitary Inspectors,
- (vi) Vaccinators,
- (vii) Clerical staff,
- (viii) Ministerial staff.

Training of Recruits to Bombay Educational Service Class I

2. When candidates who do not possess a degree in teaching are directly recruited to the Bombay Educational Service Class I, they are required to undergo training for a period of nine months in the Education Department. There is no prescribed course of study for such training. Generally, the officers have to study the working of the offices of the Director of Education, the Educational Inspectors and the Administrative Officers. During the

training period they also attend lectures and seminars for a period of two months in certain selected Secondary Colleges.

Training of Clerks in Accounts

3. The Education Department deputed clerks to receive training in accounts. They have to attend classes in the office of the Accountant-General. About thirty candidates are admitted to the course at a time. The duration of the course is three months. The classes are held twice a week. The office of the Accountant-General makes arrangements for theoretical and practical training. The following subjects are prescribed for study:—

- (i) Central Treasury Rules,
- (ii) Financial publication Nos. I & II of the Government of Bombay,
- (iii) Bombay Civil Service Rules, Vol. I & II. Important chapters on definitions, lien, pay fixation, joining time, travelling allowances, rules, and pension rules,
- (iv) Manual of Financial Powers,
- (v) Manual of Contingent Expenditure,
- (vi) Account Code, Vol. I,
- (vii) The Constitution of India—Important Articles bearing on financial procedure.

The candidates have to appear for an examination at the end of the course and those who are successful are awarded certificates and given two advance increments.

Training of Clerks from Colleges

4. The clerks in charge of accounts in government colleges are also deputed to similar training course in college accounts. The office of the Accountant-General makes arrangement for their theoretical and practical training. The duration of this course is six months. At the end of the course, the trainees have to appear for an examination. Successful candidates are awarded certificates and are given one advance increment.

The following is the curriculum prescribed for the course:—

- (i) Financial Publication No. I (selected chapters),

- (ii) Manual of Contingent Expenditure (selected sections and appendices),
- (iii) Bombay Civil Service Rules, Vol. I. The whole book must be studied in general, but special attention to be paid to specific chapters,
- (iv) Bombay Civil Service Rules, Vol. II (selected appendices),
- (v) Central Treasury Rules (selected parts and chapters),
- (vi) Manual of Financial Powers—financial powers of officers of the Education Department.

Training of Instructors in Technical Institutions

5. Facilities for training of Instructors in technical institutions are provided at the Central Institutes at Koni-Bilaspur in the Madhya Pradesh and at Aundh in Bombay State. The courses are maintained by the Ministry of Labour (Director-General of Resettlement and Employment), Government of India, and run by the Central Training Institute for Instructors. A few candidates are sent for training from Bombay State for each session at these Institutes. The Director of Technical Education makes selection of the candidates. The objects of courses are:

- (i) To provide theoretical and practical instruction in various trades and in the art of teaching the trades.
- (ii) To train Instructors required for the existing institutions and for those to be set up under the industrial development schemes.
- (iii) To provide refresher course enabling Instructors to keep abreast with latest production techniques and methods of teaching in their respective trades.

6. There are two courses as under:—

(A) Regular course—It extends over a period of five and half months and has two sessions in a year. Candidates, who have passed Matriculation or equivalent examination and are within age group of 20 to 40 years, are normally admitted to this course. They are, however, expected to possess good practical experience with sound knowledge of the trade. Preference is given to Dip-

loma or Certificate holders or those employed as supervisors or instructors.

(B) Short-term course—There are two sessions, each extending over a period of four months, of this course in a year. Candidates who are highly qualified and possess sufficient experience in the trade are normally admitted.

Training facilities are provided in the following trades at the Centres:—

“Blacksmith, Draftsman (mechanical), Electrician, Machine mechanic (general), Mechanic (motor), Moulder, Sheet Metal Worker, Cutting and tailoring, Hand-weaving, Leather work, Turner, Welder and Wood worker.”

7. The following are the main features of the syllabus:—

- (i) It provides for instruction in the theoretical details of the trades and for practical instruction in the latest techniques of production and workshop practices.
- (ii) In order that the Instructors are able to train craftsmen in any part of the country, the syllabus is related to the standard of training obtaining in various parts of the country.
- (iii) Instruction is given not only in the main trade chosen by the trainees, but also in a few allied trades. The classes are kept small so that personal attention can be given to each trainee. Practical training is given by Senior Masters at the Basic Training Schools attached to the training centres. This enables a trainee to receive practical training in handling a class. Training is also given in preparing lesson plans.

At the end of the training course, the candidates have to appear for an examination and those who are successful are given proficiency certificates.

Training of Sanitary Inspectors

8. Sanitary Inspectors' classes are held by the Public Health Department at Poona and Ahmedabad. The medium of instruction is the regional language. There are sixteen seats reserved

for vaccinators at each of the classes. The course lasts for a period of six months. Though minimum qualification required for admission is primary School Certificate and study of English upto Matriculation. It is relaxed in case of Vaccinators who are permanent and have put in ten years of service. Candidates have to study both theory and practice in the following subjects:—

- (i) Control of epidemic and other diseases,
- (ii) Conservancy,
- (iii) Water supply,
- (iv) Food,
- (v) Ventilation,
- (vi) Personal hygiene,
- (vii) Insects, pests and other vermins,
- (viii) Disinfection and disinfectants,
- (ix) Camp sanitation and selection of sites,
- (x) Public health administration,
- (xi) Technique of sanitation and inoculation,
- (xii) Elementary preventive work in eye diseases, and
- (xiii) Maternity and child welfare, school health work and hygiene, and industrial hygiene.

Certain topics are illustrated with the help of demonstrations. At the end of the course, the candidates have to appear for an examination which is partly written and partly oral and practical.

Vaccinators' Training Class

9. The Vaccinators' Training Class is conducted at the Vaccine Institute at Nagpur under the supervision of the Public Health Department. Each class is of two months' duration. Four classes are held during the lymph manufacturing season from August to March every year. The minimum educational qualification required for securing admission to the course is the passing of the Primary School Leaving Certificate Examination. About thirty students within the age-limits of 18 and 25 years are admitted to the course. A registration fee of fifty naye paise and tuition fee of five rupees are charged to each student. Students belonging

to backward classes are exempted from payment of fees. There is no syllabus as such prescribed for the course. Students are given practical training in vaccination and preservation and preparation of vaccine lymph.

Training of Clerical Staff

10. Under the scheme of training clerical staff in accounts and official correspondence clerks, who have put in less than seven years of service, from the following offices under the administrative control of the Local Self-Government and Public Health Department are selected for undergoing the training course.

- (a) Office of the Public Health Department,
- (b) Office of the Medical Department, and
- (c) Office of the Consulting Surveyor.

A training class is started when there are at least sixty candidates available. The following subjects are prescribed for study:—

- (i) Correspondence,
- (ii) Accounts and financial rules,
- (iii) Filing system,
- (iv) Specified subjects pertaining to the Department.

The lectures are arranged on week-days and Saturdays after office hours. Experienced members of the staff from the offices mentioned above are selected for giving lectures. Examination—written and oral—is held at the end of the course. Confirmation and promotion of clerks is dependent upon the satisfactory completion of the course.

Training of Ministerial Staff in Accounts

11. Under the training scheme for Ministerial staff in accounts matters, clerks from various offices under the administrative control of the Public Health Department are selected for undergoing training. Four classes of ten days' duration and consisting of ten clerks each are held in a year. The training is imparted by experienced members of the staff dealing with accounts matters. Candidates have to study the following subjects:—

- (i) Preparation of pay, travelling allowances, and contingent bills, etc.,
- (ii) Preparation of annual budgets, revised estimates, monthly statements of expenditure and receipts, appropriation and re-appropriation account reports,
- (iii) Training in maintenance of cash book, register of bills, register of advances, leave accounts, stores accounts, etc.,
- (iv) Financial rules (excluding certain portion), treasury orders, Manual of Contingent Expenditure, Bombay Budget Manual, portion relating to pay, travelling allowances, and leave rules in the Bombay Civil Service Rules, Provident Fund Rules and Manual of Financial powers.

CHAPTER V

PUBLIC WORKS

Training facilities are provided by the Public Works Department to the following technical personnel. The details are given in the following paragraphs.

- i) Engineers
- ii) Technical staff working in Community Development and National Extension Service areas.
- iii) Technical Assistants
- iv) Measurers and Canal Inspectors.

Training of Engineers in the science of testing soils and specification control for earthen dams

2. With a view to completing the testing programme of a large number of dams included in the Second Five Year Plan, a training scheme has been started by the Public Works Department for training of selected Deputy Engineers in the science of testing soils and specification control of earthen dams. The training course is spread over a period of three months and is conducted by the Executive Engineer, Khadakvasla Division. Four batches of six trainees each are taken up for training during a year. Deputy Engineers, who have an aptitude for construction and laboratory work, are admitted to the course. They are given training in soil testing, use of machinery and data keeping. On the completion of their training, the Deputy Engineers are posted on the important works of construction of earthen dams.

Training of Technical staff working in Community Development and National Extension Service areas

3. (a) *Training of Overseers*

Training classes are organised by the Public Works Department for multi-purpose training of Overseers and Technical Assistants working in the rural areas, with a view to enabling them to

handle the various kinds of engineering works undertaken in Community Development and National Extension Service Blocks. The duration of the training course is two months and classes are organised by the Superintending Engineers of the Circles concerned. Each class comprises of ten trainees. The selection of the persons to be trained is confined to those Overseers and Technical Assistants who are already engaged on Community Projects or likely to be transferred to these projects. The following subjects are taught in the class.

- i) Communications, survey and construction of roads of the standard of village and other district roads,
- ii) Minor irrigation works,
- iii) Preparation of plans and estimates for construction of building for schools, libraries, hospitals, improved housing, sanitary latrines and washing places,
- iv) Wells and storage tanks for water supply,
- v) Reclamation and development of uncultivated area, contour bunding, soil conservation, etc.
- vi) Installation of oil engines, electric motors, centrifugal or turbine pumps for lift irrigation schemes or other water supply schemes,
- vii) Survey and construction of bandharas.

Three instructors, one for roads and buildings, one for irrigation and one for machinery are appointed for each class. They are of the rank of the Deputy Engineers and are selected by the Superintending Engineers. Pamphlets on each subjects are prepared and supplied to the trainees. No examination is held at the end of the training period. The training classes are organised only from time to time on the basis of requirements of Overseers and Technical Assistants for the Community Development and National Extension Service programme.

4. (b) *In-service training conference for Engineering and Agricultural personnel*

Various areas covered by the Community Development and National Extension Service Blocks in the State have special problems, technical as well as practical. In order to enable the Engineering and Agricultural personnel working in these areas to tackle these problems effectively, it has been considered neces-

sary to impart some training to these personnel. Although the duties of the Engineering and the Agricultural personnel are basically different, there are certain aspects of minor irrigation work for which knowledge of agricultural practice is essential for the Engineering personnel, and knowledge of engineering is essential for Agricultural Officers, e.g. suitability of soils for specific crops, water duties, periods of watering, yield per acre, etc. With a view to imparting the necessary training, the In-service Training Conferences of fifteen days' duration for Engineering personnel (Deputy Engineers and Overseers) and Agricultural Officers working in the Community Development and National Extension Service Blocks are held in each of the six Revenue Divisions in the Bombay State, on an experimental basis, for a period of one year. The training course covers the following items.

- i) Practical problems of minor irrigation in the various districts of the Revenue Divisions,
- ii) Pre-investigation, survey and design and construction of minor irrigation works.
- iii) Methods of irrigation and water distribution,
- iv) Visits to actual works in process.

5. The overall charge of the Training Conference is with a Superintending Engineer who, in consultation with the Director of Agriculture, prepares a detailed programme of lectures. The Superintending Engineer himself takes two lectures on the practical aspects of minor irrigation works with particular reference to the special problems and conditions prevailing in the various districts of the Revenue Division. Lectures on investigation, survey and designing of works are taken by the Executive Engineer preferably of an Investigation Division. Lectures on agricultural aspects, such as water requirements of various works, suitability of soils, etc., are arranged by the Director of Agriculture. Not more than half the number of Engineering personnel in the Community Development and National Extension Service areas are withdrawn at a time for training at the training conference.

Training of Technical Assistants

6. Facilities for training Technical Assistants are also available in the Public Works Department. On account of paucity of

technical personnel required for various construction activities. Government has instituted pre-recruitment training course for training outside candidates in surveying, levelling, etc. and for supervision of petty construction jobs. The minimum qualification required for admission to the course is the passing of S.S.C. or equivalent examination, with at least 45 per cent of marks in total and 50 per cent in Mathematics. The candidates who have passed the Intermediate Examination in Drawing are given preference. As the duties relate mainly to out-door work, candidates seeking admission must possess robust health.

7. The trainees are paid stipend of Rs. 50/- per month each during the theoretical training for a period of four months. Those, who successfully complete this first stage of training, are eligible for appointment as Technical Assistants on the work-charged establishment in the scale of Rs. 55-3-85-4-105 on a starting salary of Rs. 70/- per month plus dearness and other allowances as admissible under the rules. As the training course has been instituted by the Government to meet its requirement of technical personnel, training is given free of charge. Government has to incur expenditure by way of stipends paid to the trainees and on the overall management. It has, therefore, been laid down that the successful trainees must serve the Public Works Department for a period of at least four years. Failure to do so renders the candidate liable to forfeit the amount of stipend and the candidate may, at the discretion of Superintending Engineer, be debarred from further employment under the government. An agreement and surety bond in the prescribed form are executed by the candidates.

8. The training consists of (a) theoretical training for four months, (b) out-door work like surveying, levelling, etc. for six months, and (c) out-door practical training on works such as earthworks, masonry structures, etc. for three months. Separate curricula are prescribed for the trainees who, on completion of training, are appointed in the Irrigation Circles and those in the Roads and Buildings Circles.

The following curriculum is prescribed for the trainees who on completion of the training are absorbed in the Irrigation Circles.

- i) Administration — Public Works Department organisation and methods for carrying out works,
- ii) Definitions of important terms used in surveying and surveying instruments,
- iii) Surveying,
- iv) Drawing and estimating,
- v) Building materials,
- vi) Engineering, and
- vii) Accounts.

Fifty per cent of the time available is devoted to field work and the remaining to class work. Weekly tests are prescribed for class work as well as field work and marks obtained by a candidate in these tests are added to the marks secured by him in the final test. At the end of the course, the candidates have to take written, oral and practical tests in the following subjects.

- i) Administration and Accounts,
- ii) Surveying and Estimating,
- iii) Drawing and Estimating,
- iv) Building material and Engineering,
- v) Surveying and Levelling.

For passing the examination, a candidate must secure at least 45 per cent of marks obtainable in the individual papers, 50 per cent in the aggregate and 50 per cent in the field work.

9. The following subjects are prescribed for the training course of candidates who are absorbed in the Roads and Building Circles.

- i) Surveying, Levelling and Plotting,
- ii) Engineering materials and construction,
- iii) Elementary Public Works Department Accounts,
- iv) Quantity surveying and estimating.

For this course too, it has been stipulated that fifty per cent of time available should be devoted to field work and the remaining to class work and that weekly tests should be held in class and field work to which marks are assigned. At the end of the

course, the trainees have to appear for written, oral and practical examinations. For passing, it is necessary for a candidate to secure 50 per cent of marks obtainable in individual subjects and 60 per cent in the aggregate.

Training of Measurers and Canal Inspectors

10. With the development of irrigation on the Kakrapar project, paucity of trained hands has been experienced for efficient management of irrigation, and to guide the irrigators in the canal rules, regulations, etc. To meet the situation, training classes have been organised by the Public Works Department in the Tapi Construction Circle for training Measurers and Canal Inspectors. The duration of the training course is three months. The Superintending Engineer, Tapi Construction Circle, who is also in-charge of the Kakrapar project, has been authorised to conduct, during the first two years (1958 onwards), two training classes, each comprising of fifty trainees, in a year, and to conduct one such training class in a year during the subsequent years.

The candidates who have passed the tenth standard examination, have good knowledge of Gujarati, possess sturdy physique and are below twenty five years of age (thirty years in case of candidates from backward classes) are qualified for seeking admission to the training class. Selection of such candidates is made from the list forwarded by the Employment Exchange. Departmental candidates are also eligible for admission to the class. No remuneration is paid to the outside candidates during the training period. Departmental candidates are, however, allowed to draw their usual pay and allowances. Though no guarantee of employment is given, the trainees, who complete the course and are successful in the final examination, are eligible for appointment as Measurers and Canal Inspectors in the scale of Rs. 46-3-70, on the initial pay of Rs. 46/- per month plus usual allowances as admissible under the rules.

The curricula of studies consist of class work and field work. The candidates are given training with reference to the Bombay Irrigation Act, 1879, the Bombay Canal Rules of 1934, different

kinds of forms and registers prepared and maintained in the Sectional, Sub-Divisional and Divisional offices, panchanamas, water rates, measurement and preparation of demand statement. At the end of the course, they have to take written, oral and practical examinations in the following subjects.

- i) Canal Rules,
- ii) Irrigation Act,
- iii) Irrigation General, and
- iv) Irrigation distribution.

Chapter VI

MISCELLANEOUS

The following training facilities are provided for certain categories of staff by various departments as shown below. The details of the training courses are described in the following paragraphs.

Bureau of Economics & Statistics

- (i) Statistical Assistants and Clerks
- (ii) Statistical Assistants working in the Community Development and National Extension Service Blocks.

Finance Department

- (iii) Clerks

Department of Printing & Stationery

- (iv) Apprentices in Typography.
- (v) Apprentices for mofussil presses.
- (vi) Schools — training in printing and allied trades.
- (vii) Draughtmen and Tracers.

Excise Department

- (viii) Excise Sub-Inspectors.

Survey and Land Records Office

- (ix) Clerks and Surveyers.

Registration Department

- (x) Sub-Registrars.

Training of Statistical Assistants and Clerks

2. Every candidate appointed to the post of Statistical Assistant or clerk in the Bureau of Economics & Statistics has to

undergo a training course and pass departmental examination in the subjects prescribed within a period of two years from appointment or at the first opportunity available after the expiry of two years of his service. The arrangement for training is left to the Director of the Bureau who arranges classes at suitable intervals of time when sufficient number of candidates are available for training.

The Statistical Assistants have to scrutinise data collected by the field staff and to analyse it. The training programme for the Statistical Assistants has, therefore, been designed so as to make them proficient in this scrutiny and analysis. The subjects included in the syllabus, marks assigned to them in examination and the number of lectures delivered are given below.

- i) Paper I — Indian Official Statistics. 100 marks, 10 lectures.
- ii) Paper II — Elementary Theory of Statistics and Statistical Methods. 100 marks, 25 lectures.
- iii) Paper III — Theoretical and Practical Aspects of Large-scale Sample Surveys. 100 marks, 25 lectures.
- iv) Paper IV — Practical test and Viva Voce of 50 marks each. No lectures.

In imparting training in sample surveys, emphasis is laid on the choice of proper sample and drafting of questionnaire. The practical test is conducted by a batch of two or three officers of the Bureau and the Viva Voce test by the Director, Deputy Director and two other officers of the Bureau.

3. As the main work entrusted to the clerks in the Bureau is to extract statistical data from various published and unpublished sources and tabulate it under the directions of the Statistical Assistants and other supervisory staff, the training programme envisaged for them consists of giving a background knowledge of the available published and unpublished records from which necessary data is generally required to be further tabulated. They are introduced to elementary statistical methods and concepts and uses of such terms as 'averages, index numbers, etc.' which have

practical significance. They are also trained in computational work specially in the use of calculating machines.

The subjects included in the syllabus, marks assigned to them in examination and the number of lectures arranged are as under:-

- i) Paper I-A — General subjects: office procedure, drafting, noting, accounts, etc. 50 marks, 15 lectures.
- ii) Paper I-B — Preparation of Statistical Statements and presentation of statistical data. 50 marks, 10 lectures.
- iii) Paper II-A — Introduction to Statistical Methods. 50 marks, 15 lectures.
- iv) Paper II-B — Computational test. 50 marks. No lectures are arranged in this subject. Practical tests are conducted by batches of two or three officers of the Bureau.

4. The duration of the training courses for clerks and Statistical Assistants is ten months. Various officers from the Bureau, the Finance Department and the Industries Department are appointed to give lectures in the subjects in which they are specialised. Any candidate who fails to attend the course of training for which he is selected or who fails to pass the appropriate examination for a second time, cannot be confirmed in the post nor is he promoted, unless the Director allows him to appear for a third time at the subsequent examination. If a candidate permitted to appear for a third time fails to pass examination, his services are liable to be terminated.

Training of Statistical Assistants in Community Development and National Extension Service Blocks

5. Since 1955, the work of compilation of the statistical data relating to Community Development has been entrusted to the Bureau of Economics and Statistics. Statistical Assistants are appointed in different Community Development and National Extension Service Blocks for the purpose of compilation and scrutiny of the statistical data collected there. A comprehensive training programme has also been chalked out to train these Assistants in the subjects of statistical methods, conduct of sample survey and compilation of statistics regarding Community De-

velopment. In addition, subjects like history and background of the Community Development and National Extension Service programme, its contents and scope, are also included. The following are the details of the subjects taught in the training course.

- i) General — History and background of the Community Development and National Extension Service programme, its content and scope, and administrative intelligence.
- ii) Organisation and functions of statistical offices in the Bombay State.
- iii) General Administration — Office procedure, organisation and functions of the revenue agency in the districts, precis writing and Bombay Civil Service Rules.
- iv) Elementary theory of statistics and statistical methods.
- v) Field statistics — Primary and secondary data.
- vi) Sample surveys.
- vii) Statistics for administrative intelligence.

Training of Clerks

6. Training in accounts is provided by the Finance Department to clerks from various departments of the Government. Training classes are held regularly at Bombay, Nagpur and Rajkot. An Accounts Officer of the rank of a Treasury Officer is in charge of each training class. The trainees are given instruction in the following subjects.

- i) Bombay Civil Service Rules,
- ii) Accounts Rules,
- iii) Treasury Rules,
- iv) Financial and budgetary procedures,
- v) General office procedure.

Arrangement also exists for giving them practical training. In addition, lectures by qualified and experienced officers from the

office of the Accountant General, the Pay and Accounts office, Secretariat and other departments of the government are arranged to make the training comprehensive.

Apprentice scheme for training in Typography

7. Under this scheme, each year two candidates are selected by the Department of Technical Education for undergoing training in typography for a period of five years. The candidates who have passed S.S.C. or equivalent examination are eligible for selection. During the first four years, the trainees have to receive theoretical instruction and practical training in all branches of the letter press printing and binding at the Regional School of Printing and the Government Central Press in Bombay. The fifth year is devoted to training in photo engraving and off-set printing in Photo-zinco-graphic Press, Poona. During the training period, the candidates are paid stipends in the scale of Rs. 50-5-75 per month. After satisfactory completion of training, they are considered for the posts of senior operatives and junior supervisors in government presses.

Apprentice scheme for Mofussil Presses

8. Under the apprentice scheme for mofussil presses, two candidates for each press are selected by a committee consisting of the Director, Government Printing and Stationery, Manager and Assistant Manager of the press concerned. Those who have passed S.S.C. or equivalent examination are eligible for selection. The period of training is four years, during which the trainees are paid stipends in the scale of Rs. 50-5-65 per month. During the first year of training under this course, the trainees have to familiarise themselves with the work in the main branches of printing, i.e. letter press printing, binding, photo engraving and off-set printing. In the remaining period, they are given intensive training in one of these branches according to their aptitude. On successful completion of the course, the apprentices are considered for the posts of senior operatives and junior supervisors.

Training of Scholars in Printing and Allied Trades

9. Under this scheme, candidates are selected by the Government through the Public Service Commission for under-

going a training course with a view to fill in the posts in higher supervisory grades in the government presses. The number of trainees to be taken up depends upon the vacancies which are likely to arise during a year. An applicant for admission to this course is required to have passed at least an Intermediate Examination in Arts or Science and should possess strong constitution and aptitude for mechanical work. The selected candidates are trained in all the branches of printing with a particular emphasis on one of them. During the preliminary training which extends over a period of three years they are required to pass Intermediate and Final Examination of the City and Guilds Institute or any other equivalent examination. The last two years are spent by them abroad in receiving specialised training. The candidates are paid a monthly stipend varying from Rs. 75/- to Rs. 100/- each during their training in India. Most of the expenditure incurred by them abroad is borne by the Government.

Training of Draughtsmen and Tracers

10. Under this scheme, apprentices are trained at the Photo-zinco Press for the posts of draughtmen and tracers in the Department of Printing and Stationery. Five candidates are selected every year on the basis of result in a competitive examination held for the purpose at the Photo-zinco Press. The candidates who have passed S.S.C. Examination and Intermediate Examination in Drawing or any other equivalent examination are admitted to the competitive examination. The duration of the training is four years, during which trainees are paid stipends in the scale of Rs. 50-5-65 per month. The training consists of (i) maps and survey sheets tracing and drawing, (ii) plate touching litho stone work and negative duffing and engraving, and (iii) poster work.

Training of Excise Sub-Inspectors

11. Training facilities are provided by the Director of Excise and Prohibition for Excise Sub-Inspectors in the Excise Department. Separate training courses are organised for candidates in pre-reorganisation Bombay State and Madhya Pradesh districts and in the districts of the erstwhile Hyderabad State. Under the training programme prevailing in the pre-reorganisation Bombay

State districts, candidates are given comprehensive training in (i) gauging, testing liquor, keeping of accounts and the work at the liquor ware-house, and (ii) physical training, squad drill, revolver practice, first aid, etc. The theoretical and practical training in matters connected with liquor and its ware-houses is imparted by the officers of the Excise Department. The training in squad drill, musketry, bayonet fighting, tactics and operations in raids and lathi drill, etc. is given by the District Superintendent of Police of the district concerned.

A few selected officers of the Excise Department are also sent annually to undergo a refresher training course in the same subjects for a period of ten days at the district police head-quarters.

12. A comprehensive arrangement for training of probationary Excise Sub-Inspectors is made also in the districts of pre-reorganisation Madhya Pradesh. The candidates who are selected for the posts of Excise Sub-Inspectors are first given a theoretical background in testing and gauging of liquor, distillation, opium and connected matters at the Nagpur Training School for a period of about sixteen weeks. After passing out of school, they are given on-the-job training for two years as under:-

- i) Excise Office training,
- ii) Training under the District Excise Officer,
- iii) Training in warehouse and distillery work,
- iv) Police training,
- v) Training under Circle Sub-Inspector,
- vi) Independent charge of Circle.

13. Similar training facilities are available to Excise Sub-Inspectors and a few Inspectors in the areas of the erstwhile Hyderabad State. Whenever recruitment is made to these posts, the recruits have to undergo training for one year—theoretical training for four months and practical training for eight months. The subjects prescribed for study includes laws, rules and regulations relating to excise and intoxicating drugs, distillery work,

Law of Evidence, Criminal Procedure Code and Civil Procedure Code. The trainees are also attached to the Ganja Manufacturing Yard, Government Distillery and to the Excise Offices to gain practical knowledge and experience.

Training of Clerks and Surveyors

14. Training facilities are also available for clerks and surveyors in the Survey and Land Records Offices. The training classes are held at a few centres in the State for a period of two months in a year under the supervision of the Superintendent of Land Records of the area concerned. About fifty candidates or so, as could be spared without adversely affecting the working of the department, are admitted to the class. They are paid monthly stipend of Rs. 40/- each in addition to their usual pay and allowances. The training is imparted by the Chief Instructor, of the standing of the District Inspector of Land Records, who is assisted by two Instructors. At the end of the course, written and oral tests are held by the Superintendent of Land Records who issues necessary certificates to the successful candidates. No clerk or surveyor is made permanent in service unless he possesses this certificate. The following subjects are prescribed for study.

- i) Elementary knowledge of laws and rules relating to land and land revenue, including practical knowledge in survey and classification,
- ii) Reading of maps, interpretation of survey records and super-imposition of tippans,
- iii) Working of District Survey and Land Records offices,
- iv) Basic knowledge of accounts,
- v) Office procedure,
- vi) Correspondence,
- vii) Precis writing,
- viii) Drafting,
- ix) General knowledge.

Training of Sub-Registrars

15. Whenever recruitment of a probationary Sub-Registrar is made, he has to undergo a course of training in the Sub-Registry. He is given both theoretical and practical training in the working of the Registration Department by an experienced and senior Sub-Registrar and is required to pass departmental examination within a period of not less than six months and not more than eighteen months from his appointment. Similar training is given to the clerical staff in the day-to-day routine matters. They too are required to pass a departmental examination.

— : X : —

